

Dear CDW Trainer,

Thank you for attending last month's CDW LEA Trainer Overview. You are being contacted because you indicated during the webinar that you were not able to attend the hands-on training NCDPI conducted during the 2011-2012 school year.

The CEDARS Data Warehouse contains historical data from multiple authoritative source systems at the state level. This includes, but is not limited to student, staff and financial data. There is now three years of data loaded into the system and during 2012-2013 school year, we will begin loading data as often as monthly. Why is this important? The CDW will allow users to query the system for data over multiple years and multiple systems. Users who previously did not have access but are interested in a wide variety of data, will be able to perform analysis in a fashion that has not been available in the past.

CDW Trainers are the ambassadors of the system. You are the contact and representative for your LEA/Charter school. NCDPI will communicate information to you to disseminate out to your staff and peers. NCDPI will rely on the trainers to inform them of report needs and potential issues with the system.

As the CDW Trainer you will:

- Verify your LEA/Charter school has a Security Officer for the CDW
- Ensure your LEA/Charter school Security Officer regularly reviews user accounts to verify staff are still employed
- Communicate to staff the availability of data in the CDW
- Encourage staff attendance for CDW webinars held by NCDPI
- Assist staff in navigating and understanding the CDW
- Escalate issues to NCDPI
- Recommend reports and dashboards relevant to LEA and school level business needs
- Train new users

Trainers and CDW users have a variety of resources to support the CDW. NCDPI has provided a data dictionary for the CDW that will be complete by the end of the 2012 calendar year. User guides, videos and a submission schedule have been posted to the CEDARS website.

As data is loaded and more standard reports are created in the CDW, NCDPI will conduct basic webinar sessions for the CDW for all public education staff to attend. The schedule of webinars will be posted quarterly to the CEDARS website.

A wiki has been created for CDW LEA trainers. You will receive an invite to the wiki shortly. The wiki will allow trainers to network and share additional resources they have created. The wiki is open and editable to all trainers. Trainers may create pages and posts at their convenience for other CDW Trainer.

NCDPI will invite CDW Trainers to a quarterly meeting where staff may attend in person or online. Meeting information will be posted to the wiki.

If at any time you have questions, please feel free to contact us at cedars-info@dpi.nc.gov.

NCDPI staff working on the CEDARS Data Warehouse thank you for your time and attention.

Have a great holiday season,